

February 9, 1999

Dear Carrier:

This Request transmits the Special Filing Instructions (SFI) for the submission of freight rate offers for the General Services Administration's (GSA's) Southeast Distribution Center (SEDC), Palmetto, GA, and the Chicago Forward Supply Point (CFSP), Alsip, IL. Rate offers filed in response to this Request will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS), this Request, and its SFI. Please note that in some instances this Request and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. Rate offers accepted for the SEDC and the CFSP will be for an effective period of May 1, 1999, through April 30, 2000.

Only those common/contract carriers, rail carriers, freight forwarders, and brokers and shippers agents/Intermodal Marketing Companies (including each of their underlying carriers which they represent) who have met the established approval requirements for participation in GSA's Freight Management Program may submit rate offers in accordance with this Request and its SFI. Only those Rate Filing Service Providers who have a valid Trading Partner Agreement on file with GSA's Freight Program Management Office (FPMO) located in Kansas City, MO, and have met all other approval requirements established by GSA can submit rate offers on behalf of approved firms in accordance with Sections 6, 7, and 8 (pages 5, 16, and 29) of this Request and its SFI. Rate Filing Service Providers are firms which offer to those approved to participate in GSA's Freight Management Program the service of submitting to GSA electronic rate offers in accordance with this Request and its SFI. Only those Tariff Publishing Agents who have a valid Trading Partner Agreement on file with the FPMO and have met all other approval requirements established by GSA may act as a Tariff Publishing Agent on behalf of approved firms.

Please note the following reminders and/or significant items:

1. Both Robyn Bennett and Cindy Schardt will be out of the office from March 1, 1999, through March 5, 1999. In order to ensure that any formatting or electronic filing questions are answered prior to submitting your firm's rate offer(s) before the filing due date of March 10, 1999, please contact either Robyn or Cindy prior to March 1, 1999, with any formatting or electronic filing questions;

2. All previously accepted SEDC and CFSP rate offers automatically expire on April 30, 1999; consequently, it is **imperative** that all firms submit new rate offers in accordance with this Request and its SFI for rates effective May 1, 1999;

3. Rate offers are being requested for the SEDC's Dedicated Truck Route (DTR) traffic. As a result of this request for DTR rate offers, new Destination Service Area Codes and a C5 rate record have been created. Please pay special attention to this new rate record requirement;

4. Separate rate offers must be submitted for each Destination Service Area for both the SEDC and the CFSP. As result, one rate offer would consist of: 1) **one set** of F1 through FF Billing/Reporting records (this set of records is a new requirement); 2) **one** A1 or A2/A3 Header record; and 3) either **one** C2, C3, C4, or C5 Rate record. Rate offers submitted which do not meet the identified format requirements will automatically be rejected;

5. All rate offers submitted in response to this Request and its SFI for the SEDC and the CFSP **MUST** be submitted to GSA electronically in accordance with Sections 6, 7, and 8 (pages 5, 16, & 29) - **NO PAPER RATE OFFERS** will be accepted for the identified SEDC and CFSP Destination Service Areas; and

6. If you are a current subscriber to the ITMS CD-ROM and intend to use its capabilities for the creation and submission of your rate offer(s) for the identified SEDC and CFSP traffic, you will need to contact the FPMO to request an updated version of ITMS if you have not already requested an updated version in response to the General Freight RFO dated February 1, 1999. Prior versions of ITMS do not incorporate the addition of the Billing/Reporting records or the C5 Rate record. To obtain an updated version of ITMS, please fax a request to the attention of either Robyn Bennett or Cindy Schardt at (816) 823-3656 or e-mail the request to either robyn.bennett@gsa.gov or cindy.schardt@gsa.gov. If you do not intend to utilize the capabilities of ITMS to create and submit your SEDC and/or CFSP rate offers or if you have already requested an updated version ITMS under the General Freight RFO, you will not need to obtain a new version of ITMS as nothing else has been changed from your current version except for the additions noted above.

If you have any questions regarding this Request, its SFI, or the STOS, please contact Elaine Shockey or Robert Clayton of GSA's Southeast Zone Office at (404) 331-5121 or e-mail at elaine.shockey@gsa.gov or bob.clayton@gsa.gov, respectively. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett or Cindy Schardt of GSA's Central Zone Office at (816) 823-3646 or e-mail at robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

Sincerely,

Debbie Harms, Director
Property and Traffic Management Division (6FBD-X)
Transportation and Property Management Center

Enclosure